



IPSWICH SCHOOL

HEAD CHEF

Monday-Friday 9am-5pm (with some flexibility)
Permanent, full time, for 42 weeks per year
Required as soon as possible

THE SCHOOL

Ipswich School has been listed as one of the top 100 schools in the country and is certainly one of the foremost independent schools in East Anglia. We were established prior to 1399, although we moved to our present site in 1852. We have just over 1000 pupils aged between 3 months and 18 years and are fully co-educational.

Find out more about the School by visiting our website: www.ipswich.school.

JOB DESCRIPTION

The Head Chef is a highly visible, key member of our busy Catering department. The department caters for over 1100 lunches each day for pupils and staff. We serve breakfast, lunch (and dinner to our Boarding House residents), and cater for daytime, evening and weekend functions and sporting fixtures.

We are looking for someone to drive our Chef team forward and who will show commitment, flair and innovation to ensure that the catering services supplied by the department are consistently of a high standard.

You will line manage the Assistant Chefs and will lead the catering team each day to ensure lunch service runs smoothly and on time. You will primarily be responsible for running the Senior School kitchen but will oversee, and be the first point of contact for, the Prep School and Boarding House kitchens.

You will ensure all school functions and events are catered for, including sports teas.

You will provide an agreed level of management cover in the absence of other members of the Catering Management team.

You are expected to work in a clean and hygienic way and to comply with the School's Health, Safety and Welfare Policy.

MAIN DUTIES AND RESPONSIBILITIES

- You will be responsible for managing kitchen staff on all sites, completing performance reviews, and coordinating chef cover when needed for daily operations, evening services, and weekend shifts

- On a daily basis, you will manage the kitchen team at the Senior School and assist with the preparation for breakfast/lunches/dinners and events when required
- Take the lead on all purchasing for the Senior School through Pelican Pi and attend meetings with suppliers when required with the Catering Director.
- You will be responsible for producing a 3 week termly menu cycle for the senior school alongside the Catering Director, ensuring an attractive range of choices and that all allergies and dietary requirements are catered for, while checking with the Boarding chef for any clashes of dishes.
- Assist with the preparation of breakfast and lunch in accordance with the daily and weekly menus, delegating tasks as appropriate.
- Effectively manage the allocated catering budget to achieve best value whilst meeting the high expectations of your customers.
- Manage and control stock levels to minimise waste and ensure cost efficiency.
- Collaborate with the Catering Director to ensure the smooth running of summer camps and other out-of-term lettings.
- Collaborate with the Hospitality Manager to ensure catering requirements are met for all events
- Ensure orders for all suppliers are placed before the cut off times and make sure ingredients are on site when needed
- Assist with the half-termly stocktake
- Assist in the running of summer camp and Easter revision camps
- Support other members of the Catering team with their duties as needed, or arrange for appropriate delegation
- Where required, drive our catering vehicles to ensure supplies are in the right place at the right time

Deliveries and Storage

- Order food and supplies as directed by the Catering Director
- Ensure deliveries are put away as soon as is practicable
- Operate safe storage by using the first in, first out system
- Ensure all opened packages are stored correctly in sealed containers
- Ensure all date stamped food is monitored
- Ensure that portions of food for freezing are covered, labelled and dated
- Ensure all food storage areas are kept clean and any spillages are wiped up immediately
- Ensure food is stored correctly in the fridge with raw food always stored at the bottom
- Ensure all food preparation areas, handles, surfaces etc are sanitized daily

Hygiene, Health and Safety

- Adhere to uniform requirements as directed by the Catering Director
- Adhere to responsibilities under the Health and Safety at Work Act 1974
- You should maintain the work areas for which you are responsible in a safe and hygienic manner
- Adhere to the cleaning rota
- Ensure all food equipment is clean and in good condition, and report any defects immediately
- Use correct cleaning materials and abide by COSHH regulations

Security

- Ensure that the kitchen is secure after each shift, returning the key to the correct place at the end of the shift
- Ensure all lockable items are secured after each shift

This list is not exhaustive and duties may be changed or added to as determined from time to time. This is a busy operational role and therefore a degree of flexibility around duties and working arrangements is to be expected.

REPORTING

The Head Chef reports to the Catering Director and also works closely with the Hospitality Manager and the rest of the Chef team.

QUALIFICATIONS AND SKILLS REQUIRED

Essential

- Relevant qualification such as NVQ Level 3/City and Guilds 706/1&2 or equivalent
- Manual Driving Licence for the use of our catering vehicles
- Experience of leading a busy kitchen team
- Experience of catering in a large and busy institution
- A demonstrable passion for food and customer service
- Ability to work calmly under pressure
- Good interpersonal skills, with the ability to relate well to pupils, colleagues, staff and visitors

Desirable

- An intermediate food hygiene certificate
- Experience of catering in a large institution/school

HOURS OF WORK, SALARY AND BENEFITS

- You will usually work Mondays - Fridays 9:00 am - 5:00 pm, with a 30 minute break for lunch each day. This is 7.5 hours per day, 37.5 hours per week. You may be required to vary your start and finish times as required, for example to receive deliveries or oversee a function.
- You will be required to work 42 weeks per year. 35 weeks are worked during Ipswich School term times, and 7 weeks as required during the School holidays, including one or two days prior to the start and after the end of each term (as instructed by the Catering Director) to carry out a deep clean.
- The annual salary for this post is £31,686.25 per annum (for the hours above, worked for 42 weeks per year) and includes holiday pay in accordance with the Working Time Regulations.
- Salaries are reviewed annually and are paid over 12 months in arrears on the last working day of each month by BACS.
- Uniform is provided and should be worn at all times.
- Holiday may only be taken during weeks in which you are not required to work
- The appointment is subject to satisfactory completion of a 6-month probationary period.
- After 3 months' service and/or in line with workplace pension legislation, you will be entitled to join our generous pension scheme offering 10% employer contributions
- Free lunch is provided during term time whilst the kitchen is in operation and staff are able to use the School's swimming pool and fitness gym (in compliance with appropriate rules and regulations).

CLOSING DATE AND INTERVIEW ARRANGEMENTS

Please advise us of any special requirements you may have if you are called for interview. If your special requirements mean that you need to submit this application in a different format please contact us.

Completed application forms should be returned **by noon on Wednesday 11 December 2024** to the Director of HR, Ipswich School, 25 Henley Road, Ipswich, IPI 3SG or email: hr@ipswich.school. Please mark the envelope Private and Confidential:

Interviews are likely to be held in the week commencing Monday 16 December 2024.

PLEASE NOTE

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School Policy on the recruitment of ex offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to the School's Safeguarding Children Officer (the Senior Deputy Head [Pastoral] for Senior School pupils and the Prep Deputy Head for Prep pupils and The Nursery Manager for The Lodge Day Nursery).
- Ipswich School's employees are expected to attend training in safeguarding children as directed.

November 2024